



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ECONOMIC DEVELOPMENT BRANCH MANAGER

Job Number: 20001602

Job Code: 82750V000101

Job Group: 8200 - ECONOMIC DEVELOPMENT

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans, coordinates and manages all activities, programs and services in a branch dealing with industrial or economic development, research or promotion; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of business, administrative or management experience.

Substitute EDUCATION for EXPERIENCE:

Graduate work will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Experience in research, statistics, economics or a related field will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Interprets, applies and enforces departmental rules, regulations and policies. Participates in the development and/or revision of policies relating to the specific program(s). Supervises and evaluates performance of professional employees performing a variety of duties relating to the economic and industrial development of business and industries to include, but is not limited to, research, statistical analysis, writing and public relations work. Conducts research to compile data for special subject brochures and reports on business and personal taxes, industrial financing methods, community services and facilities and other subjects related to economic development. Corresponds with local, state and federal government officials and local development groups. Supervises the preparation of brochures for printing which includes ordering and instructions for text and site map checking typed pages for accuracy and completeness, collecting all picture and map originals and negatives and packaging for mailing. Develops and initiates additions to, or modifications of, existing industrial development programs. Develops promotional programs. Supervises community industrial site programs, schedules community site work, proofs and edits sites maps, reviews community and site information in files and schedules appointments. Writes professional reports and informational materials. Supervises the preparation of and maintains office records and reports.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically involves extensive contact with the public. Travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.